

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-146

POSITION TITLE/NUMBER: Supervisory HR Specialist (Military), 05-146, (PD Number 70539000)

GRADE/SALARY: GS-0201-11 \$50,541.00 - \$65,704.00 per annum

DUTY LOCATION: VAPA, Fort Pickett, VA

OPENING DATE: 9 September 2005 **CLOSING DATE:** 23 September 2005 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Warrant Officers

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified warrant officers currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: 420A

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Air National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: COL Kimberly Dillon (434) 298-6116

QUALIFICATION REQUIREMENTS

GENERAL: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED: Work experience listed on the application must show at least thirty-six (36) months of experience which equipped the applicant with the specialized experience to successfully perform the duties of the position, such as: resolving different and complex type of personnel management situation; analyzing, conducting independent studies and preparing in-depth office and agency-wide personnel related directives; planning, organizing and coordinating work in situations where numerous diverse demands are involved; identifying current and future agency and individual training needs for a variety of positions in operations and mission accomplishment; preparing, managing and executing an annual budget for a variety of diverse operations; supervising personnel in an administrative/personnel field of operations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Skill in applying various management considerations, applications and related methods to personally resolve administrative and personnel type problems and adverse matters.
2. Ability to communicate effectively orally and in writing.
3. Knowledge of programs, regulations, in-depth procedural application of those programs/regulations and organizational staff procedures.
4. Ability to analyze work problems of an administrative/personnel aspect.

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SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a field directly related to the position. Applicants must submit transcripts, diplomas or other forms of completion certificate to provide verification of related courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70539000: Directly supervises and provides technical and administrative supervision over Human Resource Assistants (Military), Human Resources Specialists (Military), and specialist within the other specialized functions of the MILPO office. Plans, organizes, and directs the activities of assigned program areas, ensuring that legal and regulatory requirements are met. Overseas and reviews the accounting of funds for accounts relating to the area of assignment which may include but is not limited to: NGB tours, incapacitation pay, medical care, clothing, educational bonuses and incentives, and recruiting and retention incentive payments, and requires exercising proper control measures, forecasting, and developing and conducting of internal audit reviews. Plans and schedules work in a manner that promotes a smooth flow and even distribution, sets and adjusts short-term priorities, and prepares schedules. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

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DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer